

MINUTES (DRAFT)
MEAD PUBLIC LIBRARY
FINANCE COMMITTEE MEETING
Thursday, February 28, 2013

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Thursday, February 28, 2013 in the Public Conference Room. Present Committee Members: Mr. Zylman, presiding; Mrs. Johnson, Mr. Nelson, Mrs. Quinn. Unable to attend: Ald. Carlson and Mr. Sampson. Others present: City of Sheboygan Chief Administrative Officer James Amodeo. Present Staff Members: Ms. Menzer and Mr. Zehfus.

1. The meeting was called to order at 2:15 p.m. by Zylman.
2. Zylman determined there was a Quorum present.
3. Quinn **moved** to approve the Finance Committee minutes of January 24, 2013. **Seconded** by Nelson. The motion **passed**.
4. Zylman began review and possible action on payment of current expenditures, including payroll and recurring expenditures. Nelson **moved** to recommend the Board approve the current expenditures. **Seconded** by Johnson. The motion **passed**.
5. Zehfus presented the 2012 Year-end Financial Report (Pre-audit) and answered questions from the Committee.
6. Zehfus updated the Committee on the Council's Strategic Fiscal Planning Committee guidelines for 2014 budget development. The guidelines call for a 3% reduction in city tax revenue support for the library. Mr. Amodeo also talked about the Strategic Fiscal Planning guidelines to the city departments. By consensus the Committee directed Menzer to contact Ald. Hammond of the Common Council Finance Committee and arrange for a joint meeting between committees.
7. Zylman began discussion and possible action on library service priorities for budget development. Possible priorities are: maintaining current days and hours of service, maintain 2014 human resource's expenditures at 2013 levels, try to increase materials expenditures to a goal of 15% of the budget, continue to pay our regular expenses and develop a capital expenditures budget for major future costs, like self-check replacement and automated materials handling. The Committee discussed the matter. Nelson **moved** to accept the five guidelines, in no particular order of precedence, for the preparation of the 2014 Budget. **Seconded** by Quinn. The motion **passed**.
8. Zehfus was directed to prepare a draft 2014 Budget for next month's meeting. Holding a joint meeting with the Common Council Finance Committee is the other matter for future agendas.
9. Zylman confirmed the Committee report to the Mead Public Library Board
10. The date of the next meeting will be March 21st or as needed.
11. Nelson **moved** to adjourn the meeting at 3:29 p.m. **Seconded** by Quinn. The motion **passed**.